

TEMPORARY FOOD SERVICE OPERATION LICENSE APPLICATION 2017 - 2018

1. To sell food or beverages at a temporary event it is required to obtain a temporary license from the Cincinnati Health Department. The attached application and fee must be received by the Health Department at least ten (10) working days prior to first day of the event.
2. The license will be issued on the first day of the event. The license is subject to an authorization inspection. The operation must be ready at least one (1) hour prior to the event's scheduled starting time; two (2) hours in advance for large events.
3. License fees are to be paid by certified check, business check or money order.

NO cash - NO credit cards accepted

License Fee: \$131.00

Payable to Treasurer – City of Cincinnati

Submit the application, fee and all required information to:

Cincinnati Health Department
Environmental Health/Food Safety Unit
3845 William P. Dooley By-Pass
Cincinnati, Ohio 45223

4. A temporary license is valid for up to five (5) consecutive days at one event. ¹ Not more than ten temporary licenses can be issued per licensing period to the same person at different events.² For each event, only one license can be issued to the same person.
5. For questions email gail.long-cook@cincinnati-oh.gov

¹ ORC 3717.01 (k)

² ORC 3717.43 (E) (1)

OPERATOR / LICENSE HOLDER INFORMATION			
dba (Temporary Food Operation/Establishment Name)			
License Holder (responsible person/entity)			
Name _____ Email _____ Telephone # _____		Name _____ Email _____ Telephone # _____	
Mailing Address (number & street)	City	State	Zip Code
EVENT INFORMATION			
Event name			
Event address: street # and street name			
Event coordinator (if applicable) name & contact information			
Operation Starts (date & time)		Operation Ends (date & time)	
PERSON(S) IN CHARGE ON-SITE DURING THE EVENT			
NAME	CELL PHONE	TIME ON DUTY	

OPERATION NAME:

EVENT NAME:

FOOD SAFETY INFORMATION List All equipment					
MENU ITEMS List food & beverages	FOOD SOURCE (i.e. from a restaurant? Grocery store?)	PREP LOCATION (if not on site)	FOOD TRANSPORTATION Equipment used to transport food (i.e. cambro? Insulated bag?)	COLD HOLDING Equipment used on site to keep cold foods cold {only use MECHANICAL refrigeration}	HOT HOLDING Equipment used on site to keep hot foods hot

ADDITIONAL ITEMS THAT ARE REQUIRED: Sanitizer & test kit; bucket, sanitizing solution & cloth for wiping nonfood contact surfaces; dish detergent; gloves or tissue or suitable bare hand contact barriers; thermometers, food and refrigerator; broom & dust pan; waste can or suitable arrangement.

TEMPORARY ESTABLISHMENT REQUIREMENTS**OVERHEAD PROTECTION AND PROTECTIVE BARRIERS**

The entire operation MUST be under cover (except propane tanks)

Circle the method used for cover : under tent under shelter other (describe):

No food prep, food and food related items at the booth's edge - barriers must be in place

Circle the barrier or method: sneeze guards faux wall item location (describe):

An equipment layout drawing/diagram is required. In the space below draw a sketch of your proposed operation. Number and identify equipment.

Make sure you include:

- at least one **hand wash set** up comprised of a 5 gallon (or larger) insulated container with a *free flow stay-on* spigot at the bottom, a waste receiving bucket of equal or larger volume to collect the waste water; a suitable hand cleanser; disposable towels.
- for soiled utensils use a three bin set up (wash - rinse - sanitize)

equipment layout drawing/diagram

1.	Hand wash set up	5.		9.	
2.	Three bin set up	6.		10.	
3.		7.		11.	
4.		8.		12.	

OPERATION NAME: _____ **EVENT NAME:** _____

APPLICANT'S SIGNATURE _____

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